

ORDINANCE NO. 2011-08

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the City budget process, and amending Section 2.82 of the Bainbridge Island Municipal Code (BIMC).

WHEREAS, the current City budget process set forth in Section 2.82 is unduly burdensome and requires adjustment by resolution or motion for every budget calendar change; and

WHEREAS, City Council desires to simplify and streamline the process in conformance with state law;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 2.82.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.010 Policy.

It is hereby declared to be the policy of the city of Bainbridge Island that ~~an annual budget and planning calendar consistent with the provisions of this chapter shall be adopted each year by resolution of the city council through 2008 and thereafter the budget and planning calendar shall be prepared on a biennial basis~~ in accordance with state law.

Section 2. Section 2.82.020 of the Bainbridge Island Municipal Code is hereby deleted in its entirety.

Section 3. Section 2.82.030 of the Bainbridge Island Municipal Code is hereby deleted in its entirety.

Section 4. Section 2.82.040 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.040 City council suggestions and proposals.

The city council may, ~~on or before a date to be established by resolution of the city council,~~ propose individually or collectively any items, programs or services to be included in, or removed from, the city budget which will assist in the accomplishment of existing or proposed city and department goals, objectives, and outcomes, and which should be consistent with existing or proposed performance measurement targets, information, and results. The primary purpose of this city council activity is for the administration to receive suggestions and proposals for consideration early in the city budgeting process. This section does not modify, prevent, or in

any way limit the authority or privilege of any councilmember to later submit amendments to the annual budget according to the provisions of this chapter.

Section 5. Section 2.82.050 of the Bainbridge Island Municipal Code is hereby deleted in its entirety.

Section 6. Section 2.82.060 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.060 Capital Facilities Plan Update.

~~On or before a date to be established by resolution of the city council, a committee of the city council shall commence a review of the capital facilities needs of the city. That~~ An annual review shall include the preparation of a financial capacity analysis showing how the proposed capital facilities improvements for at least the ensuing six years shall be funded. ~~On a separate date to be established by resolution of the city council, the capital facilities plan committee shall present its recommendations to the city council and planning commission so that those recommendations can~~ This information shall be considered in the preparation of the proposed preliminary budget and provided so that the planning commission will have a proper basis upon which to base its consideration and to develop its recommendations.

Section 7. Section 2.82.080 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.080 Initial Budget Requests.

The initial budget requests for the ensuing fiscal year shall be prepared by the ~~mayor~~ city manager, and shall be delivered to the city council, ~~on or before the date established by resolution of the city council as provided in~~ RCW 35A.33.050. The required information to be included in each proposed preliminary budget shall be as follows:

A. The revenue section shall set forth in comparative and tabular form for each fund:

1. Actual receipts for the last completed fiscal year by each significant revenue source;
2. Estimated receipts for the current fiscal year by significant revenue source;
3. Estimated receipts for the ensuing fiscal year and the amount expected from each significant revenue source;

4. Estimated receipt of ad valorem taxes; and

5. The balance for each fund estimated to be available at the close of the current fiscal year.

B. The expenditure section shall set forth in comparative and tabular form for each fund and every department operating within each fund:

1. Actual expenditures for the last completed fiscal year;

2. Appropriations for the current fiscal year;

3. Estimated expenditures for the ensuing fiscal year; and

4. For each proposed full-time or part-time employee, the annual salary (without benefits) for that employee, together with the exact personnel classification title of the employee's position, and any other working title or position designation, if any.

C. Each department shall submit, as a specific section of the proposed preliminary budget, a narrative and descriptive summary of differences and changes between the current year appropriations and the proposed preliminary budget. Such summary shall be in a form annually reviewed and approved by the city council.

D. ~~Commencing in 2003,~~ The city shall develop performance measures for all its major programs and will use those measures in its budget process ~~for 2004.~~

Section 8. Section 2.82.090 of the Bainbridge Island Municipal Code is hereby deleted in its entirety.

Section 9. Section 2.82.110 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.110 Hearings and consideration of departmental budget submissions.

The city council shall hold hearings and conduct work sessions to inquire into the programs and services, and financial information contained in the proposed preliminary budget developed as required by BIMC 2.82.080. ~~On a date established by resolution of the city council, a videotaped~~ A recorded public budget hearing shall be held for the presentation of department budget requests based upon the proposed preliminary budget.

Section 10. Section 2.82.130 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.130 Public hearing on taxes and revenues.

~~On a date established by resolution of the city council, a videotaped public~~
A recorded budget hearing shall be held for the purpose of obtaining public comment on the revenue sources for the ensuing budget. This hearing shall include an opportunity for the public to comment on all proposed increases in tax revenues. Notice of the public hearing shall be published for the public and media. ~~the dates set forth in the budget and planning calendar resolution as may be amended~~

Section 11. Section 2.82.140 of the Bainbridge Island Municipal Code is hereby amended to read as follows.

Section 2.82.140 Public hearing before the planning commission on capital facilities.

~~On a date established by resolution of the city council, a~~A public hearing shall be held by the planning commission for the purpose of providing public comment on the proposed update to the city's capital facilities plan. Notice of the public hearing shall be published for the public and media ~~on the dates set forth in the budget and planning calendar resolution as may be amended.~~ The planning commission may hold such other public meetings as it deems proper in order to prepare its recommendations to the city council. The recommendations of the planning commission regarding the update to the city's capital facilities plan shall be delivered to the city council not later than 60 days following receipt by the planning commission of the proposed update to the capital facilities plan.

Section 12. Section 2.82.150 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.150 Hearings and work sessions on the preliminary budget.

The city council and/or committees of the city council shall hold hearings and conduct work sessions to inquire into the programs and services, and financial information ~~contained in the preliminary budget on dates to be established by resolution of the city council.~~

Section 13. Section 2.82.160 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.160 Budget estimates – Revenue and expenditures.

~~On or before the date specified by resolution of the city council, t~~The finance director shall prepare and certify to the city council the best available revenue and expenditure estimates for the next budget year, and estimates of current end-of-year unexpended funds.

Section 14. Section 2.82.170 of the Bainbridge Island Municipal Code is hereby amended to read as follows.

Section 2.82.170 Approval of property tax levy for ensuing year.

~~On the date specified by resolution of the city council,~~ The city council shall adopt an ordinance setting the property tax levy for the ensuing year.

Section 15. Section 2.82.180 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.180 Due date for ~~mayor~~ city manager changes.

All changes proposed by the administration after the filing of the preliminary budget shall: ~~(1) be in written form; (2) come with an analysis of the merits and financial impact of the proposed change; and (3) include a complete explanation of why the proposed change was not included in the preliminary budget; and such change shall be due to the city council on or before one week prior to the date specified for the final hearing on the budget.~~

Section 16. Section 2.82.190 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.190 Due date for councilmember changes.

All changes to the preliminary budget proposed by councilmembers shall be ~~by motion; (1) in written form; and (2) due to the finance director at least one working day before the date specified for the final hearing on the budget.~~ An oral change or a written change submitted by any councilmember, or as requested by the ~~mayor~~ city manager, and which is not clearly within the scope of a change submitted under this section shall be subject to a point of order by any one councilmember. The presiding officer shall rule out of order any proposed change: (1) that has not been submitted for review under this section; or (2) which is not clearly within the scope of another change which was timely submitted pursuant to this section; or (3) which is then under actual consideration for action by the council. A majority of the council may override such a ruling by the presiding officer.

Section 17. Section 2.82.200 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.200 Final hearing on the budget.

There shall be a final public hearing on the proposed budget ~~on or before a date to be established by resolution of the city council but beginning on or before the first Monday in December.~~ Notice of the public hearing shall be published for the public and media. ~~on the dates set forth in the budget and planning calendar resolution as may be amended~~

Section 18. Section 2.82.210 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

Section 2.82.210 Adoption of the budget and capital facilities plan update.

The budget and the update to the capital facilities plan shall both be considered for amendment, adoption and other appropriate action by the city council. ~~on or before a date to be established by resolution of the city council~~

Section 19. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL this 8th day of June, 2011.

APPROVED BY THE MAYOR this 8th day of June, 2011.



Kirsten Hytopoulos, Mayor

ATTEST/AUTHENTICATE:



Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	May 27, 2011
PASSED BY THE CITY COUNCIL:	June 8, 2011
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